



Job Description - Teaching & Learning Assistant

Post Title	Teaching & Learning Assistant
Hours	32.5 per week
Weeks	39 weeks
Line Manager	Team Leader
Scale	Scale 3

Job Purpose

Support access to learning for students and provide management of students together with general support to the class teacher in the classroom or any setting where teaching and learning takes place.

Support to Organisation and Students

- Work under direct instruction from line manager with well-defined instructions, systems and routines.
- Provide support to individuals and groups helping students stay on task to enable them to access and undertake pre-set learning.
- Support the class teacher in planned activities and help students understand instructions, share observational finding and contribute to the activities to support development.
- Assist students to overcome social and emotional barriers to learning to raise aspirations and self-esteem.
- Deal with immediate difficulties or report any difficulties unable to overcome to a more senior colleague.
- Contribute to the management of student's behaviour dealing with any disruption and subsequently report and provide feedback to the class teacher
- Promote independent learning.
- Liaise with other team members and parents/carers (if required) in a professional manner.

A physical requirement of this role could be sitting in constrained positions for prolonged periods, occasional exposure to emotionally demanding behaviour and situations as a result of attending to students personal needs and supporting behaviour management.

Support to School

(This list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/works/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required, liaising with other staff as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and agreed with the required members of the governing body and SLT.

Person specification – Teaching & Learning Assistant

Qualifications		
GCSE English and Maths, grade A* - C or equivalent	E	Application form
NVQ Level 2 in early years/child care/equivalent or relevant experience	D	Application form
National Learning Mentoring Training or equivalent	E	Application form
Experience of		
Working in an educational environment	D	Application form/Interview
Working with teaching staff and interaction with students	D	Interview
Flexible approach to tasks undertaken whilst ensuring compliance with organisational standards	E	Interview
Professional knowledge of		
A range of strategies to promote good behaviour	D	Application form/Interview
Additional educational needs	D	Application form/interview
Awareness of confidentiality issues between home and school	E	Interview
Commitment to the safeguarding of students	E	Interview
Awareness of and commitment to equal opportunity issues	E	Application form/Interview
Understanding of relevant policies and codes of practice	E	Application form
The management of children and young people's behaviour	E	Reference
Professional skills and attributes		
An understanding of the development of young people	E	Reference/Interview
Well-developed interpersonal skills to be able to relate well to a wide range of people	E	Interview
Effective communication together with the ability to maintain confidentiality, tact and discretion	E	Application form/Interview
Awareness of the statutory frameworks relevant to the role	E	Interview
Excellent organisational skills with the ability to be part of a team, use own initiative and work independently	E	Application form/Interview
Ability to use IT effectively to support learning	D	Application form/Interview
Understanding of the aims, content and intended outcomes of teaching and learning in relation to the national and school's curriculum	D	Application form/Interview
Understanding of principles of child development and learning processes	D	Application form/Interview

E = Essential

D = Desirable